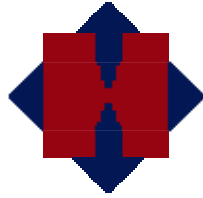# Humphrey Fellowship Program's On-Line Application

Instructions for Applicants

Welcome to the Hubert H. Humphrey Fellowship Program on-line application system. This system allows you to submit your application information to the U.S. Embassy or Fulbright Commission in your country over the internet. Below you will find instructions for using the system.

1) go to website: http://client.wbai.com/hhh

2) Create a user name by taking the first letter of your first name and your last (family) name. Example:
   Juan Sinmiedo could enter: jsinmiedo.

   Your user name must be at least 8 characters in length and no more than 16.

   If your last name is shorter than 7 characters, you can spell out your entire first name. Example:
   Perry Como could enter: perrycomo

3) Please create password that you will remember. Your password should be at least 8 characters long but less than 16.

   Important:
   Please remember that your password is case-sensitive.

   Note:
   You may select a User Name and Password combination of your choice, however please make sure that you write this information down somewhere or remember them. You will need this information when accessing this website.

   If you forget your password please contact IIE to have your password reset. IIE cannot reset your user name. If you forget your user name, please create a new one.

4) Click the box that reads, "New Users, check the box to register". You will reach a page with a message about the Humphrey Program and a link to an eligibility checklist. Click the link when you are ready to answer the general eligibility criteria questions.

5) Read the instructions before answering the Eligibility Checklist. Answer the questions, then hit the "Continue" button.

6) If you are eligible to submit an application, you will be taken to the Important Program Information and Application Instructions page. Read through the instructions carefully before you begin the application. Once you have read through the instructions, click the link at the bottom that reads, "To begin the Application Process click here." Please fill out the forms as complete as possible. Click on the question marks ("?") for help determining the required fields.

7) Once you complete the first page, click the "Save" button. After saving a page, you will be able to log off and return to the same form on the application at a later time. After you log in again, place the mouse over "Application" on the top menu. The completed sections have a green arrow and the sections to be completed are indicated by a red arrow. You may also go back to a saved section and change the answer. Please be sure to save after making any changes.

   Also, please note that you must complete every required section on one application page before it can be saved.

8) Continue filling out the required forms for each section of the application. Please be sure to save after each page that you complete.

9) When you reach the section called, "English Language Proficiency & Reference Letters," you must print the application and follow the directions to complete sections 7, 8, 8A, 9, and 9A and submit them to your embassy for review.

10) After you print the application, press the "Continue" button and certify that you agree with the "Application Certification" guidelines.

11) To print out a copy of your completed application before submitting it to the U.S. Embassy and Fulbright Commission, click the "View Application" link and print the document. To finalize and submit your application, click the "Done" button.

   Once you have submitted your application you will no longer have access to it or be able to view it.

   Please contact the Embassy or Fulbright Commission in your home country to inform them of your on-line application submission and find out the next steps to complete the application process.